

**Civilian Personnel Management Services
Injury & Unemployment Compensation Division**



**DoD Pipeline Reemployment
Program Guide**

**CPMS-ICUC Division
1400 Key Blvd, Ste B-200
Arlington, VA 22209-5144**

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1. OVERVIEW

The Defense Safety Oversight Council (DSOC) Workers' Compensation Task Force endorsed the Pipeline Reemployment Program for all Department of Defense (DoD) Components as a tool for carrying out the mandate of the DSOC charter. This Program provides DoD organizations with over hire authority and civilian pay authority necessary to reemploy partially recovered employees suffering from job-related injuries and illnesses. Pipeline addresses two basic issues that have historically hindered reemployment efforts: resource allocation and funding.

The Office of the Secretary of Defense (OSD) has authorized the Pipeline Program, and approved funding and full time equivalent (FTE) positions to support these efforts. Oversight of this Program is accomplished at the Civilian Personnel Policy (CPP) level, utilizing the resources of the Civilian Personnel Management Service (CPMS), Injury & Unemployment Compensation (ICUC) Division to implement policy, provide guidance, and develop and monitor performance metrics. To ensure that funds and FTE transactions are processed to and from DoD installations by appropriate accounting methods the CPMS Business Management Division (BMD) works closely with the ICUC Division.

The Pipeline Program will support President Bush's Safety, Health, and Return-to-Employment (SHARE) initiative by assisting each DoD field activity in achieving fewer lost days resulting from injuries. Supervisors, commanders, and program managers will not have budget and complement constraints that have contributed to longer periods of disability for injured workers.

Pipeline assists DoD installations in achieving indirect cost savings by minimizing the use of replacement and training costs associated with having an employee on the workers' compensation rolls. Indirect cost such as replacement, overtime, and training result in less productivity and equate to approximately 6.5% of salary and benefit costs.

2. DEFINITIONS

Terms and definitions commonly used in Federal Employees Compensation Act, (FECA) program Administration are defined at enclosure 1.

3. FORMS

Specific forms cited in this guide and those thought to be helpful to Pipeline Program administrators may be found at enclosure 2.

4. FUNDING

4.1. Funding is held and managed by the CPMS Business Management Division (BMD).

4.2. Funding is obligated as part of the CPMS program budget and is based on the salary and benefits of each FTE. The salary portion of the Pipeline funding covers worked hours, locality, differential, and Sunday pay. Funding also covers Within Grade Increases (WIGI), which may be treated as amendments to MIPR request for employees who qualify during the 365-day funding period. The hourly salary should be calculated based on the individual's predicted

work schedule and then multiplied by 2087 hours to determine the employee's annual salary. CPMS/BMD multiplies the annual salary times 1.25. The additional 25% is the approximation of benefit costs.

4.3. CPMS-BMD receives and apportions the funding for the Pipeline Program into the appropriate budget line and notifies the CPMS-ICUC Division.

4.3.1. FTE allocations are made upon approval of the request for funding by CPMS and continue for the entire period for which Pipeline funding is authorized. FTEs are provided in addition to the agency's authorized manpower allocation and provide an over-hire authority for the agency above its normal complement.

4.4. Disbursements for employees returned to light duty, rehabilitation, or regular work assignments are prorated and reimbursed on an individual basis for the remainder of that Fiscal Year.

4.5. Disbursements for Pipeline-funded employees, who remain employed past the end of the first Fiscal Year, are made on October 1 of the next Fiscal Year to cover the remaining portion of the authorized one-year funding period.

4.6. Disbursements for employees who do not remain employed for a continuous period of 365 days are prorated upon the date the employee either stops working, or is removed from the agency's rolls.

4.7. BMD will initiate a request to the employing DoD Installation to refund the Pipeline disbursement for the remainder of the Fiscal Year (in first year), or the remaining portion of the authorized one-year funding for that employee (in subsequent year).

4.8. Adjustments for costs not incurred at the DoD installation because of recurrent disability or removal from the agency rolls are prorated and a refund request is made.

5. RESPONSIBILITIES

The reemployment process requires the cooperation of several levels within the organization. Each organizational level plays a distinct leadership role promoting the benefits of this Program, and ensuring success in the challenge of returning injured employees to productive duty as soon as medically possible. The following roles and responsibilities in this Program define the appropriate steps to follow in returning injured workers to duty.

5.1. DoD Component Headquarters IC Program Administrators

5.1.1 Obtain commitment from senior leadership to support the Pipeline Program.

5.1.2 Communicate and train installation commanders in the Pipeline Program's processes.

5.2. Installation Commander

5.2.1. Lead, support and implement the Pipeline Program and re-employ injured workers within their installations.

5.2.2 Ensure appropriate communication and training are provided to installation managers and supervisors in Pipeline Program's processes.

5.3. Injury Compensation Program Administrator (ICPA)

5.3.1. Review agency long-term rolls to identify candidates for reemployment.

5.3.2. Identify partially recovered employees through review of medical documentation.

5.3.3. Request positions from supervisors and managers.

5.3.4. Coordinate with Office of Workers' Compensation Program (OWCP) Nurse Intervention (when assigned) to assist in position design.

5.3.5. Coordinate with Safety & Occupational Health as necessary to assist in position design based on treating physician restrictions (unless OWCP Nurse Intervention is assigned.)

5.3.6. Coordinate with OWCP Rehabilitation Counselors (when assigned) to assist in position design.

5.3.7. Prepare valid job offer to employee once position details are received. ICPAs should submit a copy of the accepted job offer and position description to the supporting ICUC Liaison with a request for participation in the Pipeline Program.

5.3.8. On a quarterly basis, identify those employees funded through Pipeline that have met or exceeded 90 continuous days of productive activity, either in the light duty assignment or progressive assignments for consideration to a full-duty position.

5.4. CPMS/DoD Liaison

5.4.1. Complete the Pipeline Candidate Worksheet for each request received from ICPAs.

5.4.2. Submit a copy of the Pipeline Candidate worksheet, accepted job offer, and position description to the Pipeline Program Manager with a request for participation in the Pipeline Program.

5.4.3. Prorate cost of employee salary until end of current Fiscal Year.

5.4.4. Set a tickler in the Defense Injury/Unemployment Compensation System (DIUCS) application for 60 days from the start date of the employee's position to assist the

ICPA in requesting a Loss of Wage Earning Capacity (LWEC) determination from the appropriate OWCP claims examiner.

5.4.5. Set a tickler in the DIUCS application for 90 days from the start date of the employees' position to ensure that the position was open and available for at least a 90-day period.

5.4.6. Coordinate with the ICPA to monitor employee's progress.

5.4.7. Assess the number of employees anticipated to return-to-work in the next Fiscal Year, by installation.

5.4.8. Provide guidance to the Injury Compensation Program Administrators (ICPAs) on using the Pipeline Program.

5.4.9. Assist ICPAs in obtaining current medical reports from the appropriate OWCP District Offices for candidates identified in this Program.

5.4.10. Assist ICPAs in obtaining suitability determinations on job offers when employees either refuse the position, or accept the position but do not begin work when required.

5.4.11. Review all requests from installations to ensure that employees designated for reemployment are viable candidates and positions offered are productive and meet the OWCP suitability determination requirements.

5.4.12. Endorse installation requests for funding and notify the ICUC Pipeline Program Manager accordingly.

5.4.13. Assist CPMS-ICUC Pipeline Program Manager in obtaining clarification from ICPAs where necessary to approve requests and authorize funding for Pipeline Program funding.

5.4.14. Prorate cost of employee salary until end of current Fiscal Year for use in funding reimbursement through the DoD Pipeline Reemployment Program.

5.4.15. Assist ICPAs in obtaining Loss of Wage Earning Capacity determinations for reemployed injured workers after they demonstrate the ability to perform the duties of the position for 60 days or more.

5.4.16. Coordinate with the ICPA to ensure the accuracy of quarterly reporting on the status of each employee funded through the Pipeline Program who meets or exceeds 90 continuous days of productive activity. ***Upon completion of this period, consider transferring employee to a full-duty position.*** (A series of ticklers may be set in the DIUCS application for the first date of each remaining Fiscal Year as a reminder to review employee return to work progress to accomplish this task.)

5.4.17. Review long-term cases at OWCP for potential Pipeline candidates.

5.5. Installation Supervisors

5.5.1. Support the Program to reemploy injured workers.

5.5.2 Coordinate with ICPAs to identify productive duty.

5.5.3. Coordinate with other supervisors and managers within and outside the installation to build a list of potential duties to establish light duty jobs.

5.5.4. Strive to integrate reemployed workers into date of injury jobs or other full time positions within 12 months by:

5.5.5. Maintaining a safe and healthy work environment for all employees.

5.5.6. Ensuring injured employees are working within medical restrictions.

5.5.7. Coordinating with ICPAs to increase duties and productivity as deemed appropriate through medical documentation.

5.5.8. Treating all employees with dignity and respect

5.5.9. Notifying the ICPA of any change in duties made on behalf of any injured worker.

5.5.10. Notifying the ICPA if a reemployed injured worker does not appear for work without notice.

5.5.11. Notifying the ICPA if a reemployed injured worker complains of symptoms or indicates that they cannot perform the duties of the position offered

5.6. CPMS/ Pipeline Program Manager

5.6.1. Reviewing all requests from ICUC Liaisons to ensure that employees designated for reemployment are viable candidates, positions offered are productive, and meet the OWCP suitability determination requirements

5.6.2. Adjudicating all ICUC Liaisons funding endorsements and notify CPMS-BMD office to allocate and disburse funds immediately upon ICUC approval.

5.6.3. Maintaining ongoing records for employees participating in the program and work closely with CPMS-BMD Program manager to ensure that disbursements and allocations are processed in a timely manner.

5.7. CPMS/ Chief Injury Compensation & Unemployment Compensation (ICUC) Division

5.7.1. The Chief of CPMS ICUC has the final approving authority on all eligibility determinations.

5.7.2. The Chief of CPMS ICUC will review the merits of all questionable cases and provide a determination of eligibility before Pipeline funds are released.

5.8 The Civilian Personnel Management Service – Business Management Division (BMD):

5.8.1 Receives and apportion the funding for the Pipeline Program into the appropriate budget line and notify the CPMS/ICUC Division.

5.8.2 Upon receipt of ICUC approved requests for funding, BMD will complete DD Form 448 *Military Interdepartmental Purchase Request (MIPR)*, and DD Form 448-2 *Acceptance of MIPR* to transfer funds from the established budget line to the appropriate DoD Component, in an amount equivalent to the total salary and benefits for the timeframe between the return to work date, and the end of the current Fiscal Year.

5.8.3 Record, track, and validate acceptance of all MIPR transactions associated with the Program.

5.8.4 Notify CPMS-ICUC Division of completed funds transfers.

5.9. Receiving DoD Field Activity Budget/Comptroller Office:

5.9.1 Upon receipt of funds transferred via MIPR by CPMS-BMD, completes items 14, 15, 16, & 17 of the DD Form 448-2 and returns the form to the CPMS-BMD office within 5 business days.

6. Procedures

6.1 Eligibility

6.1.1. Employees on agency rolls in receipt of compensation/and or medical payments from OWCP with a disability resulting from an on the job injury.

6.1.2. Employees may use all or any party of COP to qualify for funding.

6.1.3. Employees identified as having reached maximum medical improvement and cannot perform their former position and are placed in a permanent rehabilitation position.

6.1.4. An employee who was on a temporary appointment when injured may be returned to a temporary appointment only. Pipeline funding is disbursed for the period remaining on the initial temporary appointment.

6.1.5. Two employees capable of part-time work may share one FTE. One part-time employee may also fill one FTE for up to two years.

6.1.6. Employees who have moved out of the area and the agency wishes to return them to duty in accordance with their medical restrictions to modified/light duty positions.

6.1.6.1 Employees who have relocated may have their relocation expenses paid for by OWCP. All cost of relocation will be passed on to the employing agency's chargeback listing.

6.1.8. Employees accommodated in a light duty status and whose agency can no longer accommodate them.

6.1.9. Employees removed from their agency's rolls and in receipt of compensation.

6.1.9.1. Claimants who would be terminated from the agency's roll where it not for Pipeline Funding, and are in receipt of compensation from OWCP.

6.1.9.2. Employees returning to their former date of injury positions with some restrictions; based upon medical documentation.

6.1.10. Pipeline funding will continue for the remainder of 365 Pipeline funding period for those employees who have been integrated into full-time, full-duty positions during the 365-day period.

6.2. Job Offers

6.2.1. Coordination - When an injured employee is deemed medically able to return to suitable employment, either in a light duty or rehabilitation position, the ICPA must coordinate the return to work process from job identification and offer, to acceptance of the position.

6.2.2. Medical Documentation - Medical documentation received from an OWCP approved treating physician, referral physician or specialist, OWCP directed second opinion or referee medical evaluation, or through the OWCP claims examiner are all considered acceptable means to determine the physical limitations of an injured employee.

6.2.3. Job Identification - The ICPA provides restrictions to a supervisor, manager, and/or commander to identify productive work within the physical limitations prescribed by the injured workers' treating physician, or an OWCP directed medical examination. In the absence of valid medical documentation after making 3 reasonable attempts, the ICPA may request job duties of the supervisor, manager, and/or commander to identify productive work needed in the work unit. A job offer made because of these duties may expedite the injured employee to produce valid medical restrictions.

6.2.4. Classification - If the position is expected to last more than 60 days, (and must be at least 90 days in duration to be deemed suitable by OWCP), then the position description must be classified to ensure that the appropriate grade is applied to the position description.

6.2.5. Offer the Position - The position is then offered to the employee with a 'no later than' response date identified. In most cases, the agency will provide up to 15 days for the employee to review the offer, and consult with the treating physician to ensure that they are able to physically meet the demands of the position being offered.

6.2.6. Acceptance/Refusal - If the Pipeline Candidate accepts the offered position, a copy of the accepted job offer and position description should be sent to the supporting ICUC Liaison with a request for participation in the Pipeline Program. The employee should begin working the first day of the next full pay period. If refused, the OWCP claims examiner must determine suitability of the position.

6.2.7. Method - ICPAs must comply with FECA regulations when making Pipeline Program job offers. Job offers may be made to a candidate in writing (a verbal offer is appropriate but must always be followed by a written offer) and be offered as a permanent position. All job offers must include:

- a. Position description
- b. Specific job duties
- c. Specific location of job
- d. Salary
- e. Report to duty date
- f. Work schedule
- g. Any accommodations made to meet specific work restrictions
- h. Physical limitations imposed on the employee by the treating physician.

6.2.8. The ICPA must send a copy of the job offer to the OWCP claims examiner.

6.2.9. Post Pipeline Period - By accepting Pipeline funding; agencies are agreeing to integrate employees into a locally funded position after Pipeline funding has been expended.

6.3. When 365 Days Begins

6.3.1 Funding for FTE begins the day the employee returns to work. If an employee experiences a recurrence or a new injury and is out of work for 30 days or less, the 365 days period will continue as if it had not been interrupted.

6.3.2. Employees who return to work and subsequently stop work for more than 60 days will have funding recouped if it is not expected that the employee will return to work within 30 days. Employees who return later than 60 days may re-qualify for Pipeline funding.

6.4. Recouping FTE Funding

6.4.1. Recoupment of FTE funding will be initiated by the Pipeline Program Coordinator when:

6.4.2. An employee has been in a LWOP status for 60 days or more and there is no medical evidence to suggest the employee will return to duty within the next 30 days.

6.4.3. An employee resigns his/her position and elects to receive a disability annuity based on civil service retirement eligibility.

6.5. Refusals

6.5.1. If a reasonable job offer is refused by an employee the ICPA should determine if the refusal is valid and if additional accommodations will satisfy the reason for refusal. If additional accommodations can be made the ICPA should coordinate with the supervisor, modify the job offer, and re-start the job offer process with the employee, OWCP and the employee's treating physician.

6.5.2. If a reasonable job offer is refused by an employee and the refusal is invalid or unfounded, the ICPA should request that the employee sign a written statement of refusal and send a copy of the signed refusal along with the job offer and position description to the appropriate OWCP Claims Examiner. The ICPA should also notify the supervisor and the DoD Liaison.

6.5.3. If the reason for refusal is of a medical nature the ICPA should write to the treating physician to inquire about the validity of the employee's reason for refusal (when appropriate). Send a copy of the job offer refusal, and the written request for clarification to the OWCP Claims Examiner for suitability determination.

6.5.4. If the job offer was made as a result of a second opinion or referee medical examination, notify the OWCP claims examiner of job offer refusal, and attach written reasons by employee.

6.6. Termination of Re-employment

An employee with an established wage-earning capacity (LWEC) who is removed because of standard agency regulatory actions will not be adversely affected with regard to receipt of FECA benefits.

6.7. Pipeline Program Contributions

6.7.1. Pipeline funding will provide a 1% agency contribution for FERS employees. Additional employer matching funds continue to be the responsibility of the agency.

6.7.2. Pipeline funding does not include overtime, performance awards, i.e. (time-off, special act, etc.) or bonuses.

Enclosure 1 (Definitions)

E.1. Annuitant - A person who receives an annuity from the Office of Personnel Management

E.2. Career Appointment - Competitive service permanent appointment given to an employee who has completed 3 substantially continuous, creditable years of Federal service. In special cases (such as Administrative Law Judges), career appointment may be given to a person at the time he or she is hired from a civil service register.

E.3. Classify - To evaluate the duties and responsibilities of a position and assign a title, occupation series and grade.

E.4. Competitive Service —All civilian positions in the Federal Government that are not specifically excepted from the civil service laws by or pursuant to statute, by the President, or by the OPM under Rule VI, and that are not in the Senior Executive Service.

E.5. Continuation of Pay (COP) - Continuation of regular pay to a traumatically injured employee with no charge to sick or annual leave for the first 45 calendar days of disability. COP is subject to taxes and all other usual payroll deductions.

E.6. Excepted Service - Unclassified service, unclassified Civil Service, or positions outside the competitive service and the senior executive service. Excepted service positions have been excepted from the requirements of the competitive service by law, Executive order, or OPM regulation. (5 U.S.C. 2103 and 5 CFR part 213)

E.7. Federal Employees' Compensation Act (FECA) - Outlines the statutory regulations for the workers' compensation program, which is identified in 5 USC 8101et seq. as amended in 1999.

E.8. Fully recovered. Compensation payments or eligibility for compensation have been terminated on the basis that the employee is able to perform all the duties of the former position or an equivalent one.

E.9. General Schedule - The GS graded pay system established under the Classification Act of 1949, as amended. (5 U.S.C. chapter 53, subchapter III, and 5 CFR part 531)

E.10. Grade Retention Entitlement - The right of an employee to retain for 2 years, for pay and benefits purposes, the grade of the position from which he or she was reduced. (5 U.S.C. 5362 and 5 CFR part 536)

E.11. Injury Compensation Program Administrator (ICPA) - The individual designated by the Civilian Personnel Officer who oversees and is responsible for the Injury Compensation Program.

Enclosure 1 (Definitions Cont'd)

E.12. Leave Without Pay (LWOP)—A temporary nonpay status and non-duty status (or absence from a prescheduled tour of duty) granted at the employee's request. LWOP-US (formerly called LWOP-MIL) is a nature of action specifically used to document a leave of absence to perform duty with the uniformed services.

E.13. Nature of Action - The nature of action is a phrase that explains the action that is occurring (such as “appointment” or “promotion”) when a Standard Form 50, Notification of Personnel Action, documents a personnel action.

E.14. Noncompetitive Action - A promotion, demotion, reassignment, transfer, reinstatement, or an appointment based on prior service.

E.15. Office of Workers' Compensation Programs (OWCP) - The Office of the Department of Labor that has overall responsibility for administration of the FECA.

E.16. Part-time Service - Employment on less than a full-time basis under a prescheduled regular tour of duty.

E.17. Part time work schedule – A schedule that requires an employee to work less than full-time, but for a specific number of hours (usually 16-32 hours per administrative work week) on a prearranged scheduled tour of duty.

E.18. Partial Disability - A case where an employee's injury or illness precludes return to regular duty, but does not prevent the employee from pursuing gainful employment in another available occupational area.

E.19. Partially Recovered. The employee, though not yet able to resume the full range of his or her regular duties, has recovered sufficiently to return to part-time or light duty or to another position with less demanding physical requirements. Ordinarily, it is expected that a partially recovered employee will fully recover eventually.

E.20. Physically Disqualified (medically disqualified).

E.20.1. For medical reasons, the employee is unable to perform the duties of the position formerly held or an equivalent one, or

E.20.2. There is a medical reason to restrict the employee from some or all essential duties because of possible incapacitation or because of the risk of health impairment.

E.21. Position Classification - means the analysis and identification of a position and placing it under the position classification plan established by OPM under chapter 51 of title 5, U.S. Code.

E.22. Position Description (PD) - A statement of duties and responsibilities comprising the work assigned to a civilian employee.

Enclosure 1 (Definitions Cont'd)

E.23. Premium Pay - Additional pay for overtime, night, holiday, or Sunday work and standby duty or administratively uncontrollable work. (5 CFR part 550, subpart A)

E.24. Provisional Appointment - A temporary appointment to a continuing position when the agency intends later to convert the employee to a non-temporary appointment and has current authority for such conversion.

E.25. Recurrence. After returning to work, an injured employee is again disabled and stops work because of the original injury or occupational disease. A work stoppage is not a recurrence of disability if it is caused by a condition that results from a new incident of injury even to the same portion of the body previously injured, or from a new exposure to the cause(s) of a previously suffered occupational disease.

E.26. Reinstatement - Noncompetitive reemployment in the competitive service as a career or career-conditional employee of a person formerly employed in the competitive service who had a competitive status or was serving probation when separated. (5 CFR part 315, subpart D)

E.27. Removal - A separation from Federal service initiated by the agency, Office of Personnel Management, or Merit Systems Protection Board, under 5 CFR parts 359, 432, 731, or 752; section 1201 of title 5, U.S. Code; or comparable agency statutes or regulations.

E.28. Reemployed Annuitant - A person retired under the Civil Service or Federal Employees Retirement System whose annuity continues after he or she is reemployed by the Federal Government.

E.29. Return to Duty - Placement of an employee back in pay and duty status after absence for Furlough, Suspension, or Leave Without Pay.

E.30. Seasonal Employee - An employee who works on an annual recurring basis for periods of less than 12 months (2087 hours) each year.

E.31. Temporary Appointment-PER—(Sometimes referred to as “TAPER” appointment) A nature of action that documents a temporary appointment authorized by the Office of Personnel Management in the absence of eligibles who can be considered for permanent employment from a civil service register. The appointment is temporary, pending the establishment of a register from which permanent employees can be selected. (5 CFR part 316, subpart B).

E.32. Temporary Appointment - An appointment made for a limited period of time and with a specific not-to-exceed (NTE) date determined by the authority under which the appointment is made.

E.33. Term Appointment - Appointment to a position that will last more than one year but not more than four years and that is of a project nature where the job will terminate upon completion of the project. (5 CFR part 316, subpart C)

Enclosure 1 (Definitions Cont'd)

E.34. Temporary Light Duty - An assignment to productive duty of an employee who is partially disabled from a job-related injury or illness and is unable to perform his or her regular duties. The employee's return to work must be recommended by appropriate medical authority and the assigned tasks must be fully consistent with the physical limitations specified by such medical authority.

E.35. Within Grade- Increases (WGI) - Is an increase in employee's rate of basic pay by advancement from one step of his or her grade to the next after meeting requirements for length of service and performance.

E.36. Work Schedule - The time basis on which an employee is paid. A work schedule may be full-time, part-time, or intermittent.

Enclosure 2 (Forms)

Post-reemployment or Reassignment Supervisor Interview

Employee Name:

Employee Phone:

Reemployment Date:

Position Title:

Facility Name:

Supervisor Name:

Facility Street:

Supervisor Phone:

1. What accommodations or modifications were made to the position so that this employee could return to productive duty after a job-related injury?

2. What are the supervisor's feelings about the return-to-work process used for this employee?

3. Is the employee regular in attendance since returning to this position? **YES:** **NO:**

If **NO**, please outline any reasons why this employee is not regular in attendance.

4. What are the supervisor's feelings about working with this employee?

5. What are the supervisor's feelings about the employee's contribution to the work environment?

6. Has employee experienced any difficulty in adjusting to the work environment?

7. Has employee experienced any health or medical problems since returning to this position?

YES: **NO:**

If **YES** please outline the problems that the employee is experiencing and whether or not the employee is being treated for these health problems.

8. What comments, suggestions or recommendations for improvement can the supervisor provide regarding the Rehabilitation Program?

Interviewed by: _____ Interviewed Date: _____

Please forward a copy of this interview sheet to the CPMS-ICUC Division at the following address:

**CPMS-ICUC Division
1400 Key Blvd, Ste B-200
Arlington, VA 22209-5144**

Enclosure 2 (Forms Cont'd)

Pipeline Candidate Worksheet

Claimant ID:
 Claimant Name:
 Claimant Date of Birth:
 Current Retirement Code:

OWOP Case Number:
 Date of Injury:
 Claim Form Code:
 OWOP Chargeback:
 Initial OWOP District:
 Paying OWOP District:

Occupational Series:
 Position Title:
 Position Start Date:
 Basic Hourly Salary:
 Total Hourly Salary:
 Environmental Pay Type:
 Premium Pay Indicator:
 Hours Scheduled:
 Employment Type:
 Appointment Type:
 Pay Plan/GoStep:
 DoD Component:
 Agency CPO Code:
 Majcom Code:
 Cost Center Code:
 Separation Reason and Date:

Date of Injury	Most Current DCPDS Record

Adjudication Status:
 Case Pay Status:
 Compensation Claim Date:
 Rehabilitation Code:
 Return to Work Code:

28 Day Compensation:	
Multiply (X)	18
Yearly Compensation:	

POC NAME:
 POC TEL #: (____) ____-_____
 POC FAX #: (____) ____-_____
 POC EMAIL: _____
 MIPR Official Address:

- Does current medical evidence indicate that this claimant has a potential to return to some type of employment? ___Yes ___No.
- Is this employee a current or separated employee from the installation's personnel rolls? ___Current ___Separated
- Is the position being offered a light duty, or rehabilitation assignment for this employee? ___Light Duty ___Rehabilitation ___Full Recovery
- Is there a Classified Position Description (PD) for the assignment being offered to this employee? ___Yes ___No.
- Has this employee been approved for disability retirement benefits? ___Yes ___No.
- Was a pre-reeployment interview conducted for this employee to discuss any concerns or issues about the job offer? ___Yes ___No.

Position was offered on: ____/____/____ Claimant Responded on: ____/____/____ Began Offered Position on: ____/____/____
 Position ___Accepted ___Refused Hrs Per Day: _____ If refused: Reason for Refusal: _____
 If Temporary Employee at time of Injury ONLY: Temporary Job Offer Expiration Date: ____/____/____

WORKSHEET COMPLETED BY: _____ DATE: ____/____/____